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Environmental Restoration Project
Quality Procedure

for:

Stop Work and Restart

Los Alamos

NATIONAL LABORATORY

Los Alamos, New Mexico 87545

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Stop Work and Restart

1.0 PURPOSE

This Quality Procedure (QP) states the responsibility and describes the methods for issuing and controlling formal Stop Work and Restart processes (SWRs) within the Environmental Restoration (ER) Project.

Note: All ER Project personnel whether they are University of California (UC) employees, subcontractors, visitors, or students have the authority and responsibility to stop work after identifying a hazardous condition or a condition that is adverse to quality in the work place.

Note: ER Project personnel who discover a condition that is believed to warrant a stop-work action may not be in a position to understand how to safely stop work. In some cases, abruptly stopping an activity could create a greater hazard.

For this reason, ER Project personnel involved in an unsafe activity or a condition that is adverse to quality must involve their supervisor in the stop-work action. Since additional LANL requirements may apply to situations involving stop-work actions, ER Project participants (e.g., workers and supervisors) shall determine the possible need for lockout/tagout processes, revisions of safety plans, formal readiness reviews, occurrence reporting etc.

2.0 SCOPE

This QP is a mandatory document and shall be implemented, as appropriate by all ER Project participants when implementing a stop work/restart process for the ER Project.

Note: Subcontractors may follow this QP for implementing a stop work and restart process or may use their own procedure(s) as long as the substitute meets the requirements prescribed by the ER Project Quality Management Plan, and is approved by the ER Project's Quality Program Project Leader (QPPL) before the commencement of the designated activities.

3.0 REFERENCES

3.1 ER Project personnel should become familiar with the contents of the following documents to properly implement this QP.

- ER Project Quality Management Plan located at http://erinternal.lanl.gov/home_links/Library_proc.htm.
- QP-2.2, Personnel Orientation and Training

- QP-3.2, Lessons Learned
- QP-3.4, Managing Nonconformances, Deficiencies and Corrective Actions
- QP-4.4, Record Transmittal to the Records Processing Facility
- QP-10.4, Tagout for Controlling Nonconforming Equipment and Material
- Los Alamos National Laboratory (LANL) LIR 401-10-01, Stop Work and Restart, located at <http://www.lanl.gov/labview/>
- Los Alamos National Laboratory Integrated Safety Management Description Document, #LAUR-98-2837, located at http://www.lanl.gov/orgs/ism/pdfs/desc_doc.pdf
- Price Anderson Amendments Act, located at <http://aea.genlaw.lanl.gov/PAAA/index.html>
- Department of Energy Order 440.1A, Worker Protection Management for DOE Federal and Contractor Employees.

4.0 DEFINITIONS

- 4.1 Categorization — A method of determining the severity and reportability of an abnormal incident (e.g., a stop-work action).
- 4.2 Conditions Adverse to Quality — Work that is identified as repetitive and unacceptable, shows significant trends adverse to quality, or reveals serious breakdown in quality-assurance program requirements.
- 4.3 Critique — A meeting usually held within one working day after an abnormal incident (e.g., stop-work action).
- 4.4 Deficiency — A condition adverse to quality concerning an activity, attribute, documentation, or procedure that renders the quality of an activity unacceptable or indeterminate (e.g., noncompliance to a procedure, plan, or program; incomplete training; using superceded and/or not the most up-to-date document etc.)
- 4.5 Emergency Management and Response (EM&R) — The Laboratory organization primarily responsible for responding to an abnormal incident.
- 4.6 Facility Manager — The person who has direct responsibility for a facility or group of related facilities, as defined in the LANL Facility Management Program documents.
- 4.7 Hazardous Condition — A state that exceeds the accepted safety parameters for the operation.

- 4.8 LANL Categorization Criteria Matrix — A Laboratory document that provides guidance for facility managers and ESH-7 investigators in determining the reportability of an abnormal incident (e.g., stop-work action).
- 4.9 Nonconformance — A deficiency in characteristic process or record that renders the quality of an item, sample and/or documentation unacceptable or indeterminate. For the purpose of this procedure, products are also included
- 4.10 Quality Liaison — An ER Project Quality Integration & Improvement group staff member assigned to a Focus Area Group to assist in the implementation of ER Project Quality Management Plan requirements.
- 4.11 Quality Program Project Leader — A UC employee assigned the responsibility of managing the ER Project Quality Program.
- 4.12 Restart — The starting up of an activity that was halted by a stop-work action.
- 4.13 Stop work — To cease working on an activity that presents a hazardous condition and/or a condition that is adverse to quality.
- 4.14 Supervisor — Any individual assigned to the ER Project who is a group, focus, task, team or project leader or a manager with the authority and responsibility to direct and authorize ER Project activities. A supervisor may also be an individual directed by the ER Program Manager or Focus Area Project Leader to act in her or his behalf.

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 6.0 of this procedure:

- 5.1 ER Project personnel
- 5.2 Facility Manager
- 5.3 Focus Area Leader (Hereafter identified as the University of California (UC) Representative)
- 5.4 Initiator (of the Stop Work & Restart or "SW&R")
- 5.5 Quality Liaison
- 5.6 Quality Program Project Leader
- 5.7 Supervisor

6.0 PROCEDURE

Note: ER Project personnel may produce paper copies of this procedure printed from the controlled-document electronic file located at

http://erinternal.lanl.gov/home_links/Library_proc.htm. However, it is their responsibility to ensure that they are trained to and utilizing the current version of this procedure. The author may be contacted if text is unclear. Contact the Document Control Coordinator if the author cannot be located.

6.1 Stop Work Authority

- 6.1.1 Stop Work Authority (refer to LANL Integrated Safety Management Description Document No. LAUR-98-2837, LANL LIR 401-10-01.1, and DOE Order 440.1A for), requires that ER Project participants (ER Project personnel and subcontractors) implement procedures to allow them, through their supervisors, to stop work when they discover employee exposures to imminent danger conditions or other serious hazards, and conditions adverse to quality.
- 6.1.2 ER Project personnel or subcontractor organizations shall have the right to report hazardous conditions or conditions adverse to quality without fear of reprisal and to refuse to work when faced with an imminent danger of death or serious injury.
- 6.1.3 This procedure provides guidance requirements that ensures any stop work authority is exercised in a justifiable and responsible manner. All workers, supervisors, and managers are responsible for being cognizant of the conditions in their workplaces and for being prepared to stop work when these conditions pose a serious threat to health or safety. When a "reasonable person" views the circumstances as having the potential to cause injury, serious impairment, harmful health effects, or if quality program requirements are adversely being affected, a stop work order shall be issued. Whenever workers see a need for a stop work order, they are expected to request one from their supervisors.
- 6.1.4 Before a stop work and restart report is issued, the person issuing it should ensure that the work stoppage itself does not negatively impact the health and safety of workers.

6.2 Stop Work Process

- 6.2.1 **ER Project personnel** identifying a stop work condition in their or someone else's work must follow these steps:
 - Stop work.
 - Notify the responsible supervisor and the assigned UC supervisor responsible for the assigned work. If the stop work involves a subcontractor, the UC supervisor shall notify the appropriate BUS Contract Administrator for further action.

- If the work is stopped due to a condition adverse to quality (refer to Section 4.0, Definitions), the assigned Focus Area Quality Liaison and/or QPPL shall be notified.
- If the work is stopped due to a hazardous condition (reference LANL Categorization Criteria Matrix. Contact ESH-7 at orps@lanl.gov or call 665-0033) the employee must remain in the area until an EM&R responder arrives
- Initiate a Stop Work and Restart Report located at <http://erinternal.lanl.gov/Quality/forms.htm>, (see Attachments A and B),
- If a condition involves hardware, material and/or samples the **supervisor** shall affix a “hold” tag to the affected item(s) in accordance with QP-10.4, Tagout and Control of Nonconforming Items, Samples and Products.
- Initiate a nonconformance/deficiency report in accordance with QP-3.4, Managing Nonconformances, Deficiencies and Corrective Actions

6.3 Restart/Follow-up

The responsible **supervisor** (hereafter known as supervisor) and the **UC representative** responsible for the assigned work shall use the following process for evaluating and/or inspecting the stop-work condition to ensure all corrective actions have been completed, and for making the required notifications:

- 6.3.1 The **supervisor** and **UC representative** evaluates and/or inspects the affected activity, process, system, structure, component or condition adverse to quality that lead to the stop-work action.
- 6.3.2 If appropriate, the **supervisor** or **UC representative** may seek the assistance of a subject-matter expert to evaluate the condition that led to the stop-work and documents the results of the evaluation and/or inspection on the stop work report form.
- 6.3.3 If appropriate, the **UC representative** obtains the facility manager's concurrence for the identified corrective actions if the stopped work has impacted the facility operating limits.
- 6.3.4 After all corrective actions have been verified completed and approved by the facility manager, as appropriate, the **supervisor** then notifies the stop-work initiator of the corrective action results.
- 6.3.5 Prior to restarting work, the **supervisor** and the **UC representative** shall ensure the following personnel are notified:
 - Affected workers.

- The responsible facility manager (when the stop-work action affects the facility operating limits).
- The ER Program Manager.
- The appropriated BUS Contract Administrator.
- The Central Alarm Station at 911 (for fire or medical emergencies).
- The Emergency Management and Response office at 667-6211 (for urgent operational problems).

6.3.6 Upon completion of all notifications and appropriate approval(s), the **supervisor** and the **UC representative** authorizes and initiates a restart process; this includes the removal of hold tags.

6.3.7 In the event that the stop work/restart involves a subcontractor, the UC representative shall notify the appropriate BUS Contract Administrator for further action.

6.3.8 At the completion of the restart process the **supervisor** closes out the stop-work report and the associated nonconformance, deficiency, corrective action report.

6.4 Perform Lessons Learned

During the performance of work, **ER Project personnel** shall identify, document and submit lessons learned, as appropriate in accordance with QP-3.2, Lessons Learned, located at:

http://erinternal.lanl.gov/home_links/Library_proc.htm.

7.0 RECORDS

The **UC Representative** is responsible for submitting the following records (processed in accordance with QP-4.4, Record Transmittal to the Records Processing Facility) to the Records Processing Facility.

7.1 Completed Stop Work Report

7.2 Electronic Copy

7.3 Completed Document Signature Form

7.4 Related correspondence

8.0 TRAINING

8.1 ER Project personnel using this QP are trained by reading the procedure. **ER Project** personnel shall ensure the training is documented in accordance with QP-2.2, Personnel Orientation and Training, and is entered in the ER

Project Training Database located at
<http://erinternal.lanl.gov/Training/Training.asp>.

- 6.2 The **supervisor** shall monitor the proper implementation of this procedure and ensure that relevant team members have completed all applicable training assignments in accordance with QP-2.2.

9.0 ATTACHMENTS

Attachment A: Stop Work/Restart Report form (1 page), located at
<http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachment B: Stop Work/Restart Report instructions (2 pages)

Stop Work/Restart Report			
1. Stop Work Report Number: _____ (The stop work report number is obtained by completing a document signature form)			
2. Initiator: _____ print name date		3. Supervisor: _____ print name date	
4 Time/Date of stopped work: _____ / _____		5. Technical Area: _____ Building: _____ Room: _____	
6. Item/Operation Name: _____			
7. DWG No. and Rev.: _____		8. PO/Subcontract No.: _____	9. Task Order No.: _____
11. <input type="checkbox"/> Installation <input type="checkbox"/> Operation <input type="checkbox"/> Test <input type="checkbox"/> Maintenance <input type="checkbox"/> Other (Identify) : _____			
12. Name of person notified to stop work: _____			11. Discovery date: _____
13. Description of nonconformance/deficient condition and requirements violated: _____			
14. Assessment No.: _____	15. Nonconformance/Deficiency Report No.: _____	16. Hold Tag(s) No.: _____	
17. Action instructions to resolve nonconforming/deficient condition: _____			
18. Facility Manager: _____	19. Facility Management Unit: _____		20. Date: _____
21. Evaluation: _____			
22. Corrective actions (supplemental): _____			
23. Action Instruction Completion/Verification: "This stop work action was resolved or addressed. I authorize restart."			
Initiator: _____ Print then sign Date		<input type="checkbox"/> Accept <input type="checkbox"/> Reject	
Quality Liaison: _____ Print then sign Date		<input type="checkbox"/> Accept <input type="checkbox"/> Reject	
Facility Manager: _____ Print then sign Date		<input type="checkbox"/> Accept <input type="checkbox"/> Reject	
Supervisor: _____ Print then sign Date		<input type="checkbox"/> Accept <input type="checkbox"/> Reject	
UC Supervisor: _____ Print then sign Date		<input type="checkbox"/> Accept <input type="checkbox"/> Reject	
QP-10.3		Los Alamos Environmental Restoration Project	

Completion Instructions for the Stop Work/Restart Report Form		
Step	Action	Is the responsibility of the...
1	Obtain a SW&R number by completing a Document Signature form, and enter in space provided.	Initiator
2	Enter the name of the Initiator of the SW&R.	Initiator
3	Enter the name of the supervisor responsible for the affected work area.	Initiator
4	Enter the time and date when the stop-work action was made, in the following formats: the 24-hour clock time (0837 for 8:37 a.m. and 1912 for 7:12 p.m.) and DD-MM-YY	Initiator
5	Provide the location of the site of the stop work action by technical area number, building number, and room number.	Initiator
6	Enter the name of the item and/or title.	Initiator
7	Enter the drawing number and revision number (if applicable—enter “n/a” if not).	Initiator
8	Enter the purchase order and/or subcontract number.	Initiator
9	Enter the task order number.	Initiator
10	Characterize the affected work activity by checking the appropriate block.	Initiator
11	Enter the name of the individual who was notified to stop work.	Initiator
12	Enter the date the nonconforming/deficient item was discovered.	Initiator
13	Enter a clear and concise description of the nonconforming/deficiency condition and the associated requirements.	Initiator
14	Enter an assessment number, if applicable (enter “n/a” if not).	Quality Liaison
15	Enter a nonconformance/deficiency report number, if applicable (enter “n/a” if not).	Quality Liaison
16	Enter a hold-tag number, if applicable (enter “n/a” if not).	Supervisor
17	Enter appropriate instructions for actions to be completed that resolves the nonconforming/deficiency condition. Instructions should, as applicable, refer to specific procedures and other documents that clearly define the proposed corrective measures that determine the root cause, and any action(s) taken to prevent reoccurrence.	Supervisor
18	Enter the name of the facility manager of the site where the stop-work action took place.	Supervisor
19	Enter the facility management unit number of the site where the stop-work action took place.	Supervisor
20	Enter the time and date of the facility manager's evaluation of the stop-work action and the associated corrective action(s) was made, in the following formats: the 24-hour clock time (0837 for 8:37 a.m. and 1912 for 7:12 p.m.) and DD-MM-YY.	Supervisor

Completion Instructions for the Stop Work/Restart Report Form (continued)		
Step	Action	Is the responsibility of the...
21	Document the facility manager's inspection results of the affected activity, system, structure, or component that led to the stop-work action. Also document the facility manager's evaluation of the safety of the operation, if appropriate.	Supervisor
22	Document any supplemental corrective actions and/or resolutions identified by the facility manager.	Supervisor
23	The facility manager, supervisor and the UC supervisor each indicate by signature and date that the action instructions were completed. The initiator of the SW&R and the QL each verify the satisfactory completion of the action instructions by signing and dating the form on the lines indicated and by checking the appropriate box. If the corrective actions are not acceptable, a revision to the SW&R must be issued. When the appropriate personnel approve the resolution, the Supervisor and the UC supervisor will closeout the SW&R and remove any hold tags placed on equipment at the job site as a result of this SW&R. The Supervisor and UC supervisor indicates the date for work to continue and sign-in the space provided.	As Required
QP-10.3		Los Alamos Environmental Restoration Project